

Ajay Kumar

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RESUME

My Career Objective:

To use the already learned knowledge to the best of my ability and contribute to the prosperity and growth of the company. Continuous learning new technologies and implementing these to enable to organization to achieve its target.

Summary of Skills:

- Posses high attention to detail
- Skilled in understanding and reviewing purchase orders, invoices, and other reports.
- Able to communicate with account department on payment matters
- Excellent customer service and organizational skills
- Good evaluation and communication skills
- Skilled in drafting purchasing budgets
- Reconciliation the customer account.
- Handling the Matter of ABG/PBG
- Follow-up the Outstanding Payments Order Wise.
- Making the Proforma Invoice for claim progress payments.

Work Experience:

Purchasing Assistant in A.S. Precision Machines Pvt. Ltd. situated at Mandi Gobindgarh-Punjab, From 2014 – present.

- Assist purchase managers in making purchases
- Ensure about the cost, quality and availability of product before purchasing
- Maintain and update purchasing reports for forecasting and cost tracking
- Provide administrative support to the purchase department
- Coordinate with account department for invoice processing
- Update concerned department about procurement of materials.
- Help in daily office routine such as, Bank Letters, answering phones, operating emails.

Work Experience:

Computer Operator in B.P.O Co. at Sunil Khullar Infotech Management Services Pvt. Ltd, situated at Mandi Gobindgarh-Punjab, From Jan, 2013 to June 2013.

Computer Technologies:

Operating Systems : Window 95/98/XP/7/10
Database : MS Access
Packages : Tally, MS Office (MS Word, MS Excel, MS Outlook, PowerPoint, Photoshop, Corel Draw), Internet Information and Networking system.

College Qualification:

- Diploma in Computer information & System Mgt. from SICT (Sai Institute of Computer & Technology) an ISO9001:2008 Certified Institute in 2014
- Graduation in B.Com regular from Punjab University Chandigarh in 2012
- Passed Secondary Examination in Commerce Stream from Punjab School Education Board in 2009.

Hobbies:

- Listening to Music.
- Internet Surfing
- Playing Cricket

Strengths:

- Sincere
- Hard working.
- Dedicated towards work assigned.
- Team-spirit

Interpersonal skills:

Comprehensive problem solving abilities, excellent verbal and written communication skills, Good team player and hard worker, good learner and willingness to learn.

Languages known:

Language	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Punjabi	✓	✓	✓

Personal Details:

Name : Ajay Kumar
Sex : Male
Father's name : Mr. Sipahi Lal
Date of Birth : 28.03.1991
Nationality : Indian
Marital status : Single
Permanent address : H.No.-70, Sec-4/C, Mandi Gobindgarh, Punjab.

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Dated:

Place:

(Ajay Kumar)